

STATE TIME ENTRY

TRAINING MANUAL



STEP I: NAVIGATION

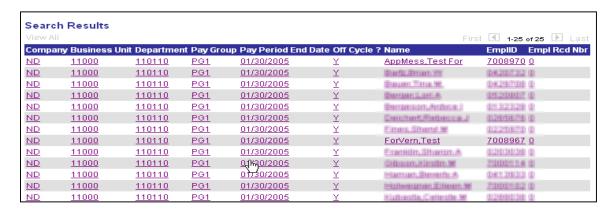
Home > Compensate Employees > NDS Payroll > Use > State Time Entry

Home > Compensate Employees > NDS Payroll > Use > State Time Entry		
State Time Entry		
Find an Existing Value		
Company:		
Business Unit:	Q	
Department:	Q	
Pay Group:	Q	
Pay Period End Date		
Off Cycle ?		
Name:		
EmplID:		
Empl Rcd Nbr:		
Case Sensitive		
Search Clear	Basic Search	

STEP II: SEARCHING FOR A NEW VALUE

These are the required fields for searching for a State Time Entry Group: Company, which is "ND", Business Unit, which is your 5-digit business unit number, Pay Group, either PG1, PG2, MJ1, LG1, or AJ1, and Pay Period End Date, which is the last day of the month for the advanced payroll and PG2 on the supplemental payroll and the day before the last day of the month for the rest of the pay groups on supplemental. The other fields are optional and can be filled in to refine your search results to a smaller group. Once you have the fields completed for your search click on the 'Search' button.

Note: Only the Pay Period End Date for the current Pay Cycle will be available.

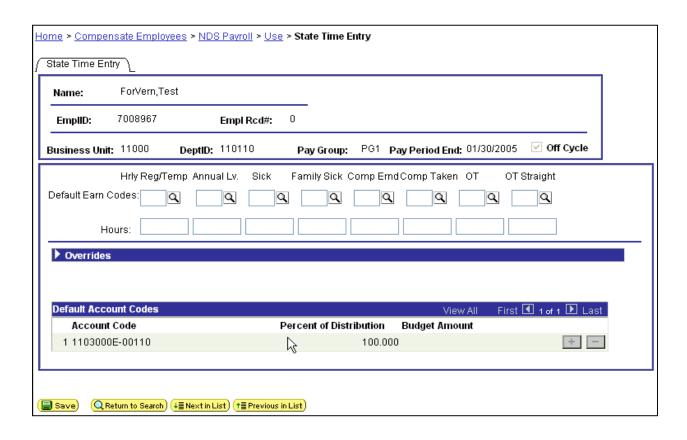


Choose the employee that you would like to start inputting data for.



STEP III: INPUTTING DATA

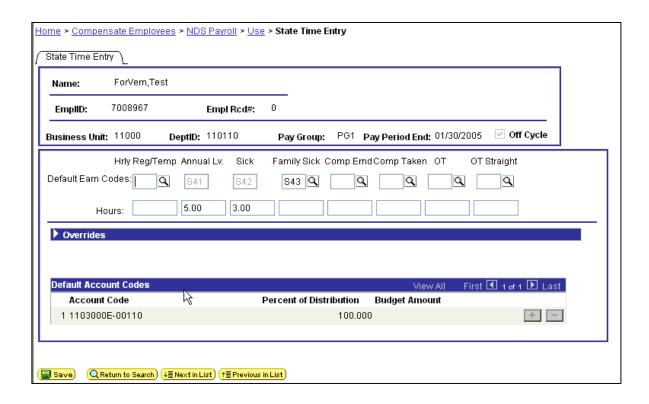
When inputting data into State Time Entry you have many avenues to achieve the desired output. Described below are definitions of those avenues and how they will change the output.



The first time you use State Time Entry for an employee you will need to fill in the Default Earn Codes. Once these fields are populated they will carry over from pay period to pay period. You do not need to fill in all Default Earn Codes, only the ones that you need. You may choose to only fill them in as you use them. Remember once they are populated the values will remain there until you change them. Any hours entered in with the Default Earn Codes will be charged to the Default Account Code (or Codes) listed on the bottom of the page.



Once you have the needed Default Earn Codes fields populated you may enter the hours for each in the Hours field below the appropriate Earn Code. You may tab from field to field. Once you have entered all hours for this employee you may tab to or click on the 'Save' button. Then you may either tab to or click on the 'Next in List' button to continue inputting hours for your selection of employees.

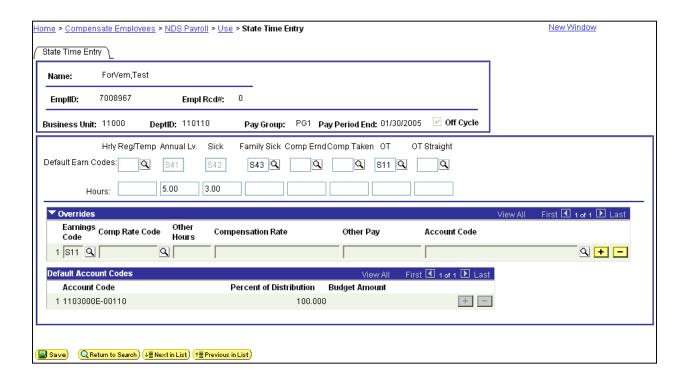


If you do not have any hours to enter for a specified Default Earn Code leave the hours box blank.

A Default Earn Code may be changed if the Hours field is blank for that Earn Code.



If you need to override an account code for specific hours or enter hours for an Earn Code that is not on the default list you will need to open up the Overrides section of the State Time Entry page.



In the Overrides section either type the Earn Code in or find the correct Earn Code with the look-up option. If necessary, fill in or look-up the correct Comp Rate Code. Input the Hours or Other Pay and the Account Code (if necessary). The Compensation Rate will default from Job Data. You may override this field if necessary. Once you have your hours inputted 'Save' this data before going on to your next employee.

Note: If you are entering information for an Earnings Code that requires a Comp Rate Code, you must enter these hours in the Overrides section. An example would be S03 Board Pay.

Until you have run the Load Time Entry to Payline process you may come back to State Time Entry and change any information entered. After you have completed the Load Time Entry to Payline process you will need to go to Payline Security to make any changes necessary.



STEP IV: LOAD TIME ENTRY TO PAYLINE

Use the following navigation to 'Load Time Entry to Payline' and select 'Add a New Value'; if you have run this process before you can 'Search' or simply enter your 'Run Control ID'.

Home > Compensate Employees > NDS Payroll > Process > Load Time Entry to Payline		
Load Time Entry to Payline		
Find an Existing Value		
Run Control ID: Case Sensitive Search Advanced Search Add a New Value		

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit and click on 'Search'.

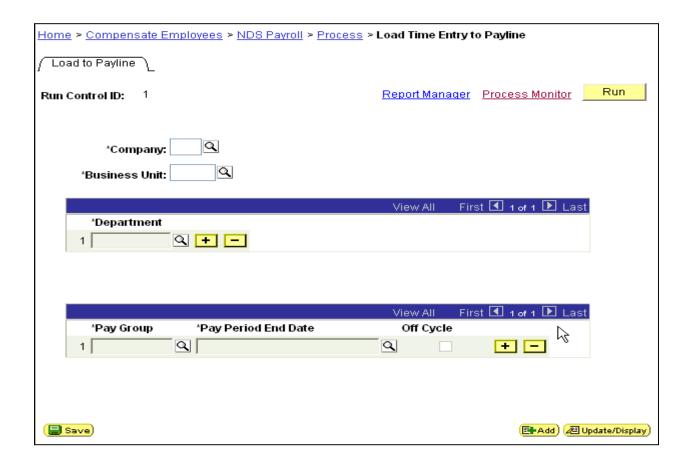


Company will always be "ND".

Enter the 5-digit Business Unit that you are working with.

Enter the Department Numbers that you would like to Load Time Entry to Payline for or choose them from the list on the look-up option. You may use the '+' button to add more Departments within the given Business Unit. If you enter a department in error you may use the '-' button to remove it from the selection.

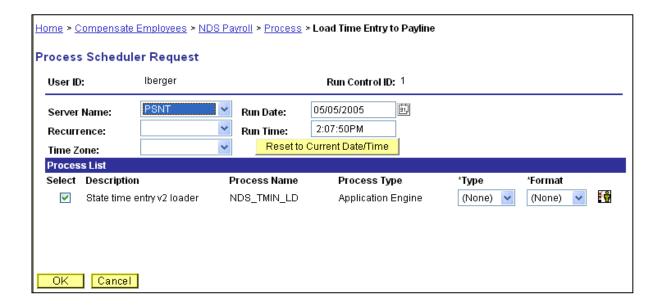
Once you have the Company, Business Unit, and Departments chosen you must enter the Pay Group and Pay Period End Date that you are loading. You may enter more than one group by using the "+" button to add a row. You may use the "-" button to remove a Pay Group added to the list in error. The Off Cycle box will fill in automatically based on the Pay Period End Date entered.



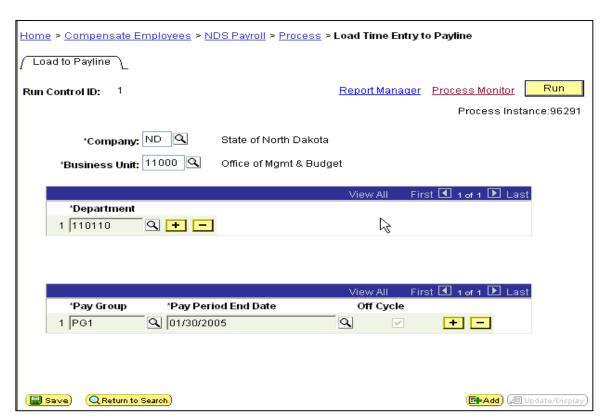
Once you have all of your selections made, click on 'Run'.



On this screen verify that the Server Name is "PSNT" and that the "State time entry v2 loader" box is checked. Click 'OK' to continue.

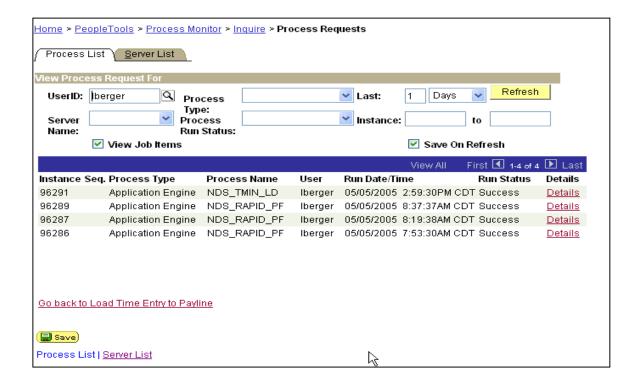


On this screen click on the 'Process Monitor' link.





Occasionally click on the 'Refresh' button until your job's status is Success.

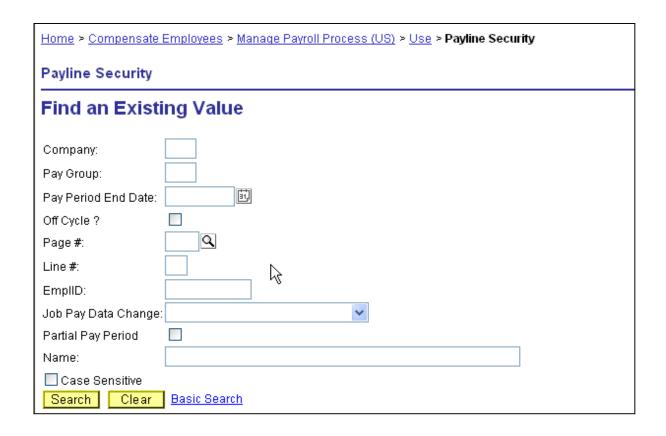




STEP V: VERIFICATION OF ENTERED DATA

Once your job's status is Success you have 2 options to verify what you have entered. You may go to Payline Security and look at the employees' information or you may run the appropriate query for that payroll. NDS_PR33A_TIME_IN_BY_AGENCY is the query for the advanced payroll and NDS_PR33_TIME_IN_BY_AGENCY is the query for the supplemental payroll.

Home > Compensate Employees > Manage Payroll Process(US) > Use > Payline Security

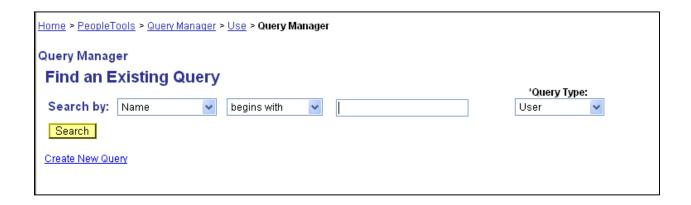


You may complete the Company field with 'ND', the Pay Group field with whichever paygroup you would like to verifiy (PG1, MJ1, or PG2), and click on the Search button. This will give the list of employees that meet this criteria and that you have access to. If you would like to see a specific employee's payline then just complete either the EmplID field or complete the Name field with the employee's last name and click on the Search button.



Home> People Tools> Query Manager >Use >Query Manager

Fill in NDS_PR33 in the blank box and click on the Search button.



Click 'Run' on the appropriate query.



May 2005 - 11 -



Complete the Pay End Date fields and click on the View Results button.



Once you have your results you may either view them on this screen or download the results to an Excel Spreadsheet or CSV Text File.



Note: The query may be run before you run the Load Time Entry to Payline process. If you find an error before you run the load process you may correct it in the State Time Entry fields. If the error is found after the load process you must correct it in Payline Security.